

## Trail Program Policy

Ratified 1/14/19

**Purpose:** To establish guidelines and a process to fund individual trail maintenance/expansion projects of VASA.

**Policy:** All VASA clubs must follow this procedure or funding may be withheld under authority given to VASA by the Vermont Agency of Natural Resources.

---

### Definitions:

A VASA trail is any trail on public and/or private lands consisting of various terrains that are recognized, signed and maintained as a VASA trail for the purpose of recreational ATV riding by its members of varying skill levels.

A VASA trail must present on the VASA trail map and be available to VASA members with accurate directions.

A VASA trail must have a current valid and signed landowner permission form with a copy on file at the VASA office.

A town road is not considered a VASA trail.

A section of a town road that has been opened by town select boards for ATV use, as a trail connector will be considered a VASA trail and will be eligible for funding.

VASA Trail Committee (VTC) consists of the VASA club members, one member of the executive board, and trail coordinator.

### Procedures:

VASA will fund trail maintenance and expansion costs on an individual project basis. Maintenance examples include repairing bridges, repairing washouts, removing trail obstructions, filling in rutted areas, and general trail improvements. Expansion examples include building bridges, trail relocation and major reconstruction of Class 4 road or town trail.

VASA will not provide funds to purchase any equipment to maintain or build trails. VASA will reimburse clubs for rental of equipment that is used for trail maintenance only when pre-approved by the Trails Committee in advance of the work being performed. There will be no exceptions.

All trail maintenance and expansion expenses incurred by local clubs prior to VASA approval are the responsibility of the clubs that incur them. Bills and invoices for work performed by contractors will be billed to the club directly.

All requests for trail maintenance and expansion funds must be submitted to the VASA Staff in writing using the VASA Trail Program Application (plus attachments); Attachments must include a diagram and/or explanation of the project, a map showing where the project is located on VASA trail and a valid Landowner Permission Form.

Funding for non-trail landowner repairs will be made on a case by case basis using the same procedure as normal trail funding.

Emergency trail maintenance (trail closures and/or re-routing) will be determined on a case by case basis by the VASA Trails Committee.

Once a project application has been deemed complete by the VASA staff, a copy will be emailed to the VTC. The VTC will then review and notify VASA Staff of approval; a project number will then be assigned.

Trail Projects using VASA equipment will be funded at a 50% VASA – 50% Club split. Club match may include equipment rental cost and material cost.

Trail Projects will be funded at a 50% VASA – 50% Club split. Club match may include equipment cost, materials and contractor invoices.

Trail Heads will be funded at a 50% VASA – 50% club split with a maximum VASA match of \$1500. All receipts must be submitted in a timely manner.

All reimbursements will be distributed to club representatives present at the close of the monthly Board of Directors Meeting. No checks will be mailed.

Any changes made to the approved project work plan must be approved by the Trails Committee.

**VASA TRAIL PROGRAM APPLICATION**

**Part I – Club Information**

1. Club:
2. Club Contact/Title:
3. Club's Mailing Address:
4. Club's Telephone:  Email:

**Part II - Project Information**

1. Project Type:  
Construction  Maintenance  De-Brushing
2. Project Contact/Title:
3. Project Contact's Telephone:  Email:
4. Project/Trail Name:
5. Project Location(city/town):
6. **Work Plan (specific tasks to be accomplished)** Provide a detailed work plan for this project which tells the specific tasks to be accomplished during the course of the project. DO NOT GENERALIZE. Work plans should provide a sufficient enough description to understand what work needs to be done where.  
  
Include:
  - Work components (What work will be done and how? What techniques will you use? What trail standards will you apply? Who will do the work?);
  - Project specifications (How long is the section or sections of trail to be worked on? What structures will you be building or repairing? What materials and equipment will you use? How will you transport materials and equipment to the project site(s)?);
  - Show all work plan components on your map.
7. **Is this project to maintain an existing trail on privately owned property that is already managed as a public VASA trail?** Yes  No

If yes, the Club must obtain written permission from the private landowner(s) as described below, certify by checking the box which follows and submit an original copy to VASA.

*I obtained written permission from the private landowner(s) which state the landowner(s) will to cooperate with VASA, participate as necessary in activities proposed in this application, and provide public access for the recreational trail use intended, and will continue to do so for the term specified in the in the VASA Landowner Permission Form.*

By checking this box, the Club certifies the written permission above has been obtained and submitted with this application.

8. a. Is this project to develop or construct a new trail and/or new trail section, Y  N
- b. Is this project to develop or construct a new trail linkage, Y  N
- c. Is this project to develop or construct a new trailhead area or permanent trail structure on private land, Y  N
9. Is this project on public land (federal, state or municipal)? Yes  No

If yes, Club must attach public landowner's written approval. Approval shall be for the work tasks listed in this application, and written assurance of continued public access to the trail(s) for uses intended in this application.

10. Is any of the trail work proposed in this application to be done on any Vermont Class IV roads?  
Yes  No

If yes, Club must attach a copy of the Town Ordinance allowing ATV use.

11. **Budget:** You must attach a budget form with your application. A budget form is found at the end of this application. The budget form provides an estimate of the cost of your project. Be thorough, detailed, and accurate.

- Attach any requests for proposals, bids, or price quotes used to formulate your budget.
- Attach written confirmation of any donated services or materials
- If skilled tradesman/operators are to be unitized please complete the VASA Skilled Labor Form at the end of this application.

12. **Map:** A topographical map with the project location must be attached to this application. Maps should clearly and accurately mark the trail by name and location, define what work will be done along the trail, identify work areas, segments of trail to be worked on and trailhead access areas. Be sure the map indicates the town the project is in, public and private property boundary lines, roads, rivers, lakes, and wetlands. If any part of the trail work will be on a Class IV road, clearly indicate. A legend must be included to support marked project components. Maps should have a North arrow and be easily comprehensible.

- Attach photos of the project location to help reviewers have the ability to assess the conditions of the project area as a part of their review process;

**13. Project Justification:** Write a short description of your proposed project and tell the following items:

- Why this project is needed; Why it is important to be funded;

- What makes this project a trail project priority for the Club;

- If there is any crisis, emergency, or safety issue to get this project done.

**14. Project Review Sheet & Status of Permits or Clearances for this Project:** VASA Staff will request a Project Review Sheet (PRS), signed by a Permitting Specialist, from the Agency of Natural Resources Department of Environmental Conservation. This form provides a preliminary determination of what state, local & federal environmental permits or clearances this project may need. It lists agencies, departments & contact information for you to follow up with. Attach copies of any permits you already have for the project.

Environmental reviews are required to ensure projects will not impact rare, threatened & endangered species, protected wildlife habitat areas, rivers, streams, wetlands (water quality), or any archeological or historic resources. If your project is approved, it will be required VASA obtain any State permits required before you begin your project.

<u><i>Club Contact</i></u>	<u><i>Project Contact</i></u>
<b>X</b> _____ <b>Printed Name</b>	<b>X</b> _____ <b>Printed Name</b>
_____ <i>Signature of duly authorized agent of Club</i>	_____ <i>Signature of duly authorized VASA agent</i>
_____ <b>Date</b>	
<b>VASA PROJECT#</b> _____	

**VASA TRAILS PROGRAM PROJECT RESOLUTION OF COMMITMENT FROM  
MUNICIPALITY**

*for projects involving Class IV Town Highways*

Whereas: The VASA Trails Program, administered by the Vermont ATV Sportsman’s Association provides resources to non-profit trail organizations and municipalities for eligible recreational trail improvement projects.

Whereas: Eligibility for trail project resources is limited to recreational trails only and such resources shall not be used for road projects that result in roads suitable for travel by regular passenger vehicles.

Whereas: The recreational investment represented by a VASA Trails Program resources must be protected for the useful life of the investment.

Whereas: The project sponsor, has proposed a recreational trail project described generally as (title of project/trail name) on Class IV Town Highway (TH#) (name of Class IV Highway road) of the Town of .

BE IT RESOLVED THAT the Town of as represented by the Select Board is in full support of the project referred to herein; agrees to continually allow the referenced recreational activity to occur on the town highway for the useful life of the investment, (number of years) from the date of the agreement; and VASA commits to maintaining the funded recreational improvements in useful repair for their useful life as defined above.

BE IT FURTHER RESOLVED THAT if the Town should allow additional improvement to the affected length of highway to accommodate uses other than the referenced recreational activity, those uses shall not preclude the intended recreational activity for the stated useful life of the recreational investment.

BE IT FURTHER RESOLVED THAT the Town understands that failure to fulfill the stated commitments may result in having to return VASA funds used on the project.

**CERTIFICATION**

I (authorized person of the municipality) hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by:

X \_\_\_\_\_

Authorized Signature of the Municipality

Printed Name & Title of the Authorized Official and Date of Signature

X

Witnessed

Printed Name & Date of Witness Signature